

Vendor's Name: _____

City of Seattle Vendor Questionnaire

INSTRUCTIONS: **This is a mandatory form.** Submit this form with your bid or proposal. Provide information to the extent information available. If response is incomplete or requires further description, the Buyer may request additional information within a specified deadline, or may determine the missing information is immaterial to award.

Vendor Information	
Vendor's Legal Name	
"Doing Business Name" (dba) if applicable	
Mailing Address	
Contact Person and Title	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Washington State Business License # (UBI#)	
Dun & Bradstreet number (if available)	
Identify the City and State of your company headquarters	

Vendor Registration with City of Seattle	
Did your firm register on to the City's Registration and Roster System at http://www2.ci.seattle.wa.us/vendorregistration/default.asp ? For assistance, call 206-684-0444.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Most companies must hold a Seattle Business License (if you have a facility/office in Seattle, conduct sales visits to Seattle, deliver products in your own trucks, or perform on-site consulting, repairs, installation, etc). If you fall within that category, will you immediately seek a Business License upon award?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Ownership	
Is your firm a subsidiary, parent, holding company, or affiliate of another firm?	
What year was your firm, under the present ownership configuration, founded?	
How many years has your firm been in continuous operation without interruption?	
What year did your firm begin providing, on a continuous basis, the types of services or products that are required from this solicitation?	

Financial Resources and Responsibility	Specify yes or no. If yes, explain.
Within the previous five years has your firm been the debtor of a bankruptcy?	
Is your firm in the process of or in negotiations toward being sold?	
Within the previous five years has your firm been debarred from contracting with any local, state, or federal governmental agency?	
Within the previous five years has your firm been determined to be a non-responsible bidder or proposer for any government contract?	
Within the previous five years has a governmental or private entity terminated your firm's contract prior to contract completion?	
Within the previous five years has your firm used any subcontractor to perform work on a government contract when that subcontractor had been debarred by a governmental agency?	

Affirmative Contracting – SMC 20.42	Specify yes or no.
Within the previous five years has your firm been found to have violated any local, state, or federal anti-discrimination laws or regulations?	If yes, explain.
Does Vendor anticipate hiring a subcontractor or new employees to perform the work required under this contract? If yes, attach the mandatory Inclusion Plan:	Yes No
	Inclusion Plan Form_12-15-10.doc

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Disputes	Specify yes or no. If yes, explain.
Within the previous five years has your firm been the defendant in court on a matter related to any of the following issues: <ul style="list-style-type: none"> • Payment to subcontractors? • Work performance on a contract? 	
Does your firm have outstanding judgments pending against it?	
Within the previous five years, was your firm assessed liquidated damages on a contract?	
Has your firm received notice of and/or in litigation about patent infringement for the product and/or service that your firm is offering to the City?	

Compliance	Specify yes or no. If yes, explain.
Within the previous five years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations enforced or administered by a government entity? This does not include owners of stock in your firm if your firm is a publicly traded corporation.	
If a license is required to perform the services sought by this solicitation, within the previous five years has your firm had a license suspended by a licensing agency or been found to have violated licensing laws?	
If Hazardous Materials are an element of the contract, has the Vendor had any violations of improper disposal of such materials or any violation of associated laws, rules or regulations in the previous five years?	

Involvement by Current and Former City Employees	Specify yes or no. If yes, explain
Are any of your company officers or employees a current or former City of Seattle employee or volunteer? If yes, identify the employee name. Advise the employee of their duty to comply with City of Seattle's Code of Ethics, Seattle Municipal Code Chapter 4.16.	
Will any of your vendor employees work more than 1,000 hours (per rolling 12 months) within a City contract, combining the hours for work under this contract and any other? If so, specify the worker name. Advise the worker of their duty to comply with the City of Seattle's Code of Ethics, Seattle Municipal Code Chapter 4.16	
Vendor (including officer, director, employee, trustee, or partner) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluation of the Vendor performance. Vendor shall notify the City Purchasing Buyer in writing, if known, and the City shall make the sole determination as to compliance.	

Emergency Contact Information	
Certain contract products or services may be valuable during a 24-hour emergency. If you have alternative contact information for emergency response during non-business hours, please provide below.	
Contact Name	
Emergency Phone Number	
Back-up Emergency Phone Number	
If your company has locations outside Seattle that can be called upon in an emergency for these products or services, please list:	

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Business History	Specify yes or no.
In the last five years, has your firm held other contracts with public agencies to provide similar products or services in a size and scope similar to that required by the City of Seattle?	
<p>Provide and/or attach a sampling of contracts you have held in the past five years, sufficient for the City to understand the depth and breadth of your experience, with a particular emphasis on contracts with public agencies. The City may use this to assess your capability and experience at this particular type of product provision or service work. Specify the name/contact that can serve as a reference for each.</p> <ul style="list-style-type: none"> • If you have many such contracts, you can provide a brief summary. • If you are a subsidiary of a national firm, summarize the contracts that represent your local office. 	

By submittal of this form, the Vendor hereby certifies:
Vendor is not debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency.
During the most recent three years, the Vendor has not been convicted of or had a civil judgment rendering against the firm for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government, or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and my firm is not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.
Vendor has not paid, nor will pay, Federal appropriated funds (including profit or fee received under a covered Federal transaction), to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall notify the City of Seattle and complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities.
Vendor has not had a governmental or private entity contract terminated prior to contract completion or debarred from bidding, within the last five years.
Within the previous five years, vendor has not used any subcontractor to perform work on a government contract when that subcontractor had been debarred by a governmental agency.
Vendor's Offer is valid until the date the City awards a Vendor Contract or rejects all offers;
Vendor has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive pricing in the preparation and submission of its Offer;
Vendor shall provide immediate written notice to the City of Seattle if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
Submittal of this Vendor Questionnaire with your proposal provides authority and certification for your entire submittal.

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City Non Disclosure Request

If you believe any statements or items you submit to the City as part of this bid/response are exempt from disclosure, you must identify and list them below. You must very clearly and specifically identify each statement or item, and the RCW exemption that applies. If awarded a City contract, the same exemption status will carry forward to the contract records.

The City will **not** exempt materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not identify the entire page, unless the entire page is within the exemption scope. Only records properly listed on this Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

- ☐ I do not request any information be withheld.
- ☐ I request the following specific information be withheld. I understand that all other information will be considered public information. For each statement or item you intend to withhold, you must fill out every box below. You should not require an entire page withheld; only request the specific portion subject to the exemption.

Document Page: Specify the page number on which the material is located within your submittal package (page number)	Statement: Repeat the text you request to be held as confidential, or attach a redacted version.	RCW Exemption: Specify the RCW exemption including the subheading

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the documents as exempt from disclosure. For example, potential RCW exemptions include the following:

1. RCW 42.56.230.3 – Personal information - taxpayer
2. RCW 42.56.230.4 – Personal information – Credit card numbers and related
3. RCW 42.56.240 - Investigative, law enforcement and crime victims
4. RCW 42.56.250 – Employment and licensing – specify the applicable subheading
5. RCW 42.56.260 - Real estate appraisals
6. RCW 42.56.270 (Items 1 through 17) – specify which subheading.
7. RCW 42.56.270 (items 1 through 17) – specify applicable subheading
8. RCW 42.56.420 - Security

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Equal Benefits Compliance Declaration

Please declare *one* (1) option from the list below that describes the Contractor's intention to comply with Seattle Municipal Code Chapter 20.45 (City Contracts – Non-Discrimination in Benefits) and related rules, for offices in the City of Seattle and any other United States office where work will be performed for this contract. Detailed instructions are provided on the next page.

Option A

- ☐ The Contractor makes, or intends to make by the contract award date, all benefits available on an equal basis to its employees with spouses and its employees with domestic partners, and to the spouses and the domestic partners of employees, in all Seattle locations and in other locations within the United States where work on the City of Seattle contract is being performed.

Option B

- ☐ The Contractor does not make benefits available to either the spouses or the domestic partners of its employees.

Option C

- ☐ The Contractor has no employees.

Option D

- ☐ The Contractor submitted a request for Substantial Compliance Authorization to the City of Seattle to delay implementation of equal benefits. Substantial Compliance Authorization may be granted to a contractor if compliance will be delayed due to circumstances outside the contractor's control – for example, the contractor cannot make eligibility changes to its health insurance plan until the next open enrollment period, or the contractor cannot negotiate with one or more labor unions for additional benefits until the expiration of the current collective bargaining agreement. The Contractor must request this authorization online and be approved by the City of Seattle. To select this option, also visit the City website and request authorization:
<http://www.seattle.gov/contract/equalbenefits/eb-substantial.htm>.

Option E

- ☐ The Contractor submitted a request for Reasonable Measures Authorization to the City of Seattle to provide a cash equivalent payment to eligible employees in lieu of making benefits available. Reasonable Measures may be granted to a contractor to allow a cash equivalent in lieu of benefits that are unavailable due to circumstances outside of the Contractor's control. The Contractor must request this authorization online and be approved by the City of Seattle. To select this option, also visit the City website and request authorization:
<http://www.seattle.gov/contract/equalbenefits/eb-reasonable.htm>.

No United States Presence

- ☐ The Contractor does not have United State locations that are owned or rightfully occupied by the contractor, where the contractor performs direct services for the proposed contract.

Non-Compliance

- ☐ The Contractor does not comply and does not intend to comply with Seattle Municipal Code Chapter 20.45 and related rules.

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Equal Benefits Instructions

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether bidders provide health and benefits that are the same or equivalent to domestic partners of employees as to spouses of employees, and of their dependents and family members. If your company does not comply with Equal Benefits and does not intend to do so, you must still supply the information on the Vendor Questionnaire.

1. Carefully fill out the Vendor Questionnaire. It is essential to your standing in the evaluation process, so it is important to understand and complete the Questionnaire properly.
2. Locations: If you have multiple offices, answer the form based on compliance for offices in the City of Seattle and any other United State locations where work will be performed for the City contract:
3. The Buyer can answer many questions. However, you may call the City Equal Benefits Coordinator, Jim Wurzer at 206-684-4535 (Jim.Wurzer@seattle.gov). If necessary, you can also call the general office at 206-684-0430 to request immediate assistance. Call before you submit your bid to ensure you've filled out the form correctly.
4. The Seattle Municipal Code (20.45.010) defines "Domestic Partner" as any person who is registered with his/her employer as (having) a domestic partner, or, in the absence of such employer-provided registry, is registered as a domestic partner with a governmental body pursuant to state or local law authorizing such registration. Any internal employer registry of domestic partnership must comply with criteria for domestic partnerships specified by rule by the Department. Whether through employer registration or through a public agency registration, the definition of domestic Partner, by City Rule, cannot be more restrictive than that provided below:
 - Share the same regular and permanent residence; and
 - Have a close, personal relationship; and
 - Are jointly responsible for "basic living expenses" as defined below; and
 - Are not married to anyone; and
 - Are each eighteen (18) years of age or older; and
 - Are not related by blood closer than would bar marriage in the State in which the individual resides; and
 - Were mentally competent to consent to contract when the domestic partnership began; and
 - Are each other's sole domestic partner and are responsible for each other's common welfare.
 - "Basic living expenses" means the cost of basic food, shelter, and any other expenses of a Domestic Partner which are paid at least in part by a program or benefit for which the partner qualified because of the Domestic Partnership. The individuals need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the cost.
5. If the employer does not have a registration system and does not intend to implement one, the City of Seattle has a registration system as an option: <http://www.seattle.gov/leg/clerk/dpr.htm>

The information you supply is used by the Buyer to determine your EB status. However, the City Buyer still will review your responses and make the final determination. If the information you supply is conflicting or not clearly supported by the documentation that the City receives, the Buyer may reject your bid or may seek clarification to ensure the Buyer properly classifies your compliance.

Equal Benefits makes a significant difference in Bid evaluation: Bidders that select "Non Compliance" will be rejected, unless there is no bidder that is compliant, responsive and responsible bidder. The Buyer may also find a Bidder "Non Compliant" upon review (such as those that select Option D or E and do not have a waiver from the City to select that option, or where the form is blank).

Be prepared with documentation to support your declaration. All contracts awarded by the City may be audited for equal benefits compliance. Non-compliance may result in the rejection of a bid or proposal, or termination of the contract.